# Brandon L. Baumgardner

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## Career Focus

Ambitious, professional, driven person looking to launch career in management. I am seeking an entry level management position to gain experience in the field. I have the ability to function within a wide variety of settings. I am driven to succeed.

## Core Qualifications

- Detail oriented
- Excellent research skills
- Multi-tasking
- Computer proficient
- Microsoft Word, Excel, PowerPoint, Windows
- Loyal team member
- Team leadership
- Initiative
- Customer focus
- Ethics / Acts with Integrity
- Sound Judgment
- Understands user needs to articulate a solution

## Education and Training

2004 **NIT Cross Lanes**

**Certificate: Network Administration**

Completed one year of technical training for network administration

2007 to **Huntington Jr. College of Business**

2008 **BBA: Business Management**

Studied business management and computers. Not completed.

## Accomplishments

- Music production, composition
- Multiple stage performances
- Concert promotion

## Work Experience

2004 to **SITEL**

2006 **Sales, Verifications**

From 2004 to 2005 my task was sales on the phone. 2005 to 2006 my tasks then also included listening to recordings of sales to confirm they were verbatim.

2008 **Daniello's**

**Delivery**

Throughout 2008 my tasks were local delivery for Daniello's. My daily tasks also included taking orders from customers, dishes, and basic prep.

2009 to **Self Employed**

2015 **Sales on eBay (comprecstu)**

Since 2009 I have been managing and maintaining budget for my own business. It is eBay based sales of 2nd hand or used items from clothes to computers. My tasks range from gaining and maintaining inventory, packaging and postal, personal customer relations, photography, and basic HTML composition.